# Training 9-2: Preliminary Enrollment Report



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Preliminary Enrollment Report.

# **Preliminary Enrollment Report Overview**

- Reports the number of students enrolled at the school.
- Provides to the DPI, a list of the choice students enrolled at your school.
- Submit the report electronically using OAS.
- Only the school's Choice administrator can submit the report.
- Report is due at the beginning of the school year.

The school Choice administrator must report the number of students enrolled at the beginning of the school year. The school will complete this report electronically using the Online Application System or OAS. The designee can help with the preparation of the report, but only the school's Choice administrator can submit the report.

It is important for the school to complete this report as this report is the basis for the September Choice payment to the school.

Please see the important dates document for specific due dates. The important dates document is posted on the school information webpage at https://dpi.wi.gov/sms/choice-programs/school-information.

## **Accessing the Report**

- Log into OAS.
- Select "Preliminary Enrollment".
- Read through the instructions.
- Click Next button to accept.

# Choice Program Logout

Training
Address Search
Milw Addr Search
Racine Addr Search

#### Applications

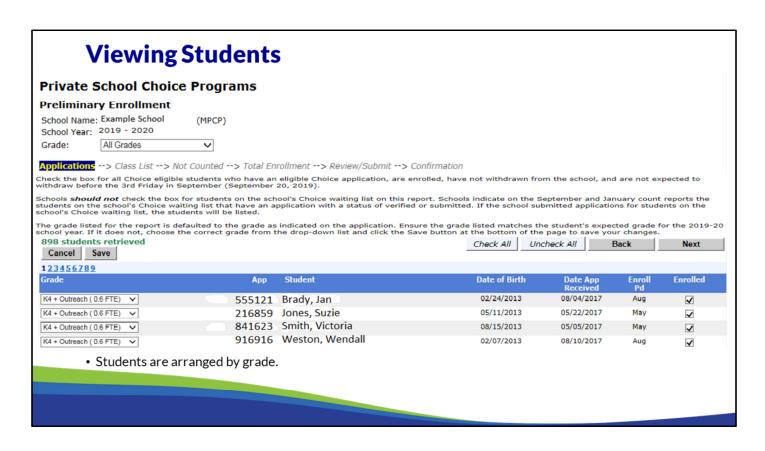
App Summary
Submit Apps to DPI
Export to Excel
Export for WISEid
Intent to Attend

#### **Pupil Count**

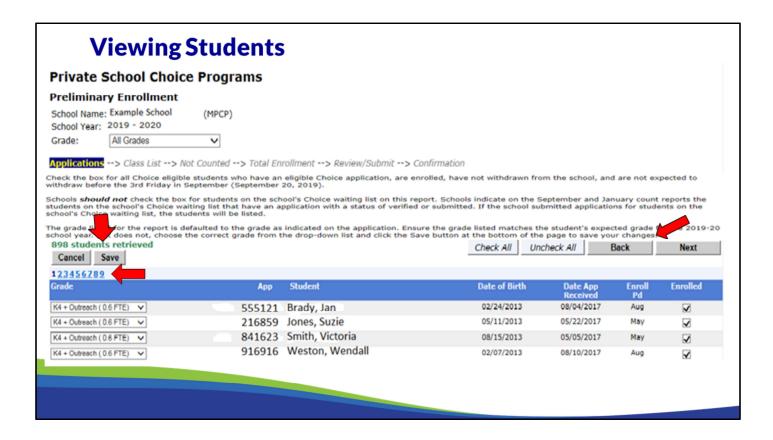
Prelim Enrollment
September Count
January Count
Historical Data (Old)
Historical Data
2015+)
Payments

To access the Preliminary Enrollment Report log into OAS. From the navigation bar on the left of the screen, click on Preliminary Enrollment. Read through the instructions that are displayed when this report is selected. Then click the Next button to accept that you have read the instructions and are responsible for the data being correct.

The Choice administrator will need to complete a Prelim Enrollment Report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP, and WPCP, your school will complete three Preliminary Enrollment reports. A report must be completed for each program the school participates in, even if the program does not currently have any Choice students.



This screens shows the students who have applications that have been "submitted". The students are listed by grade.



To navigate the report, you can use the back and next buttons on the right above the listing of students. If you have more students than will display on one page, in the center above the listing of students you can select a page number to move to that page of the report.

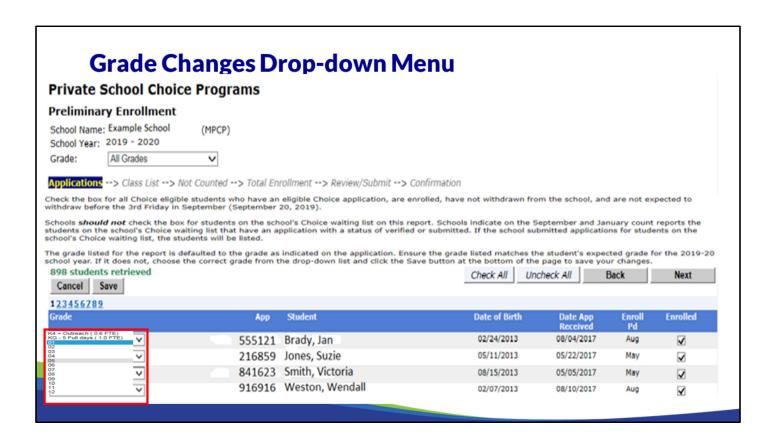
It is recommended to save often and to save each page. If the system times out, you may lose some of your changes that haven't been saved.

# **Grade Changes**

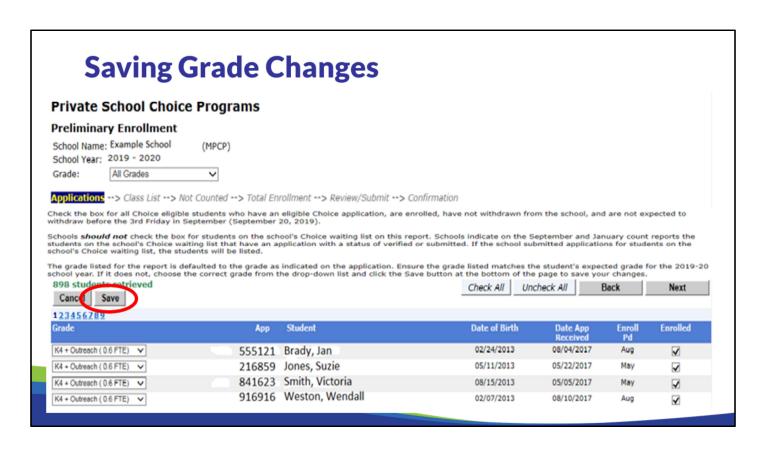
- Grades can be changed in any of the count reports. The grade on the count report will default to the grade entered on the student's application.
- If your school determines that a student's grade needs to be changed due to placement procedures or otherwise, it can be done in the count report.

The grade on the preliminary count report will default to the grade on the student's application. The school can change the grade on the count report. The grade change may be due to a change in placement for the student.

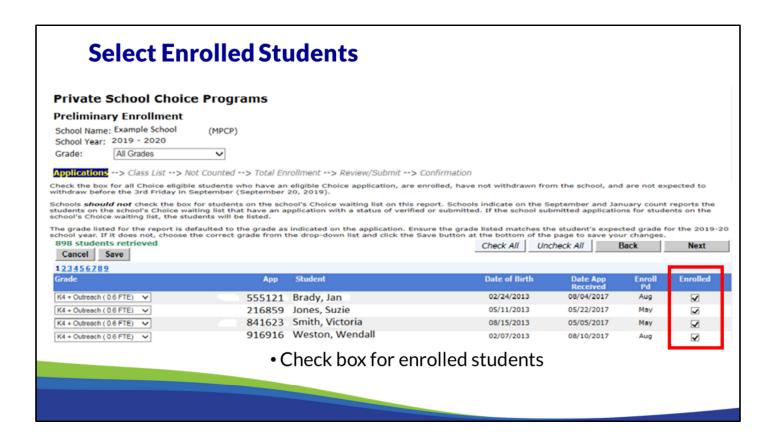
If the school is aware of any required grade changes for WPCP students, the school should notify DPI no later than May 1 so that the random draw is properly completed.



To change a student's grade, select the new grade from the drop-down menu. Only the grades listed on the school's Intent to Participate form or a School Information Update form will be listed. If the student attended a grade that is not listed, contact DPI using the contact information at the end of this training.

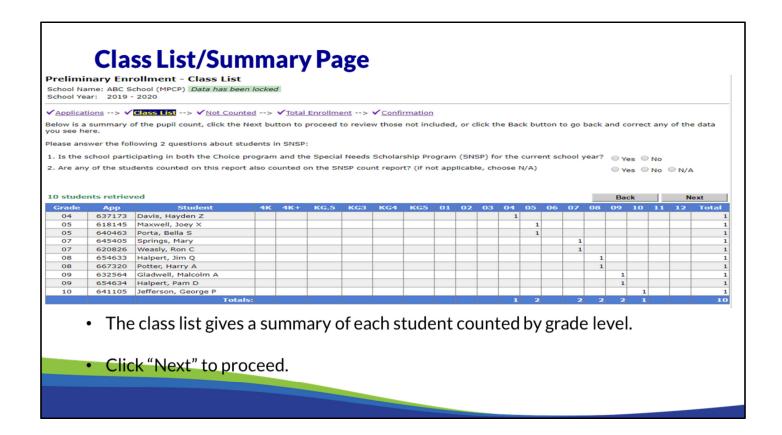


After changing the grade, click the "save" button to save your changes.



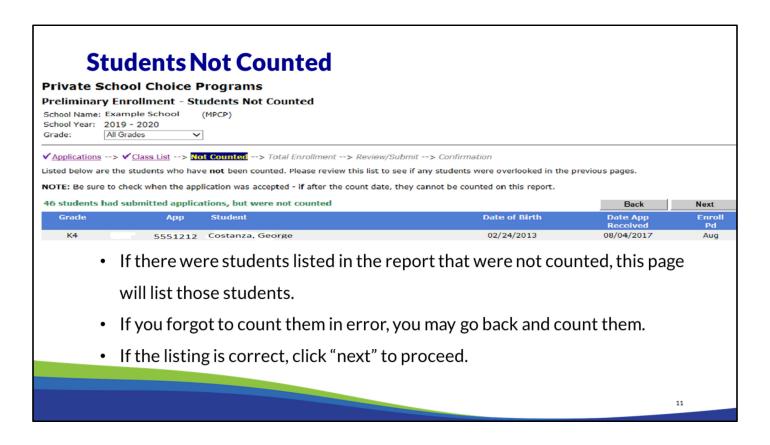
Review each student and determine if the student has an eligible Choice application and is enrolled at the beginning of the year. The student must be enrolled and the family must have indicated that the student intends to attend the school.

Schools **should not** check the Enrolled box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list.



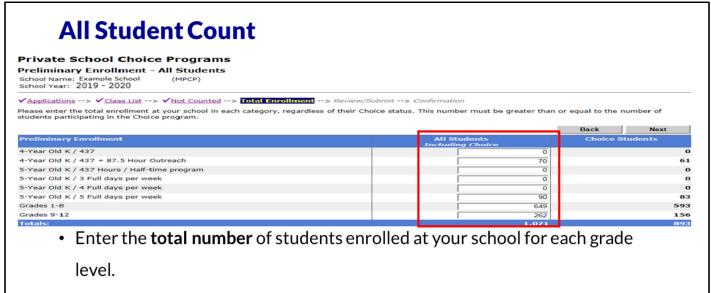
Once the applications page has been completed the next button will take you to the Class List screen. This gives a summary of each student counted by grade level. Click the next button to proceed to the students not counted screen.

Note: Schools may not get paid from the Special Needs Scholarship Program (SNSP) and Choice programs for the same student. Schools that participate in Choice Programs and the SNSP must ensure that students are not counted in both programs.



If there were students listed in the report that were not counted, this page in OAS will list those students. Review the report and if these students should be identified as enrolled, the school may go back and change the enrolled checkbox on the applications screen.

Once this listing is correct, click the "next" button to proceed to the Total Enrollment report.



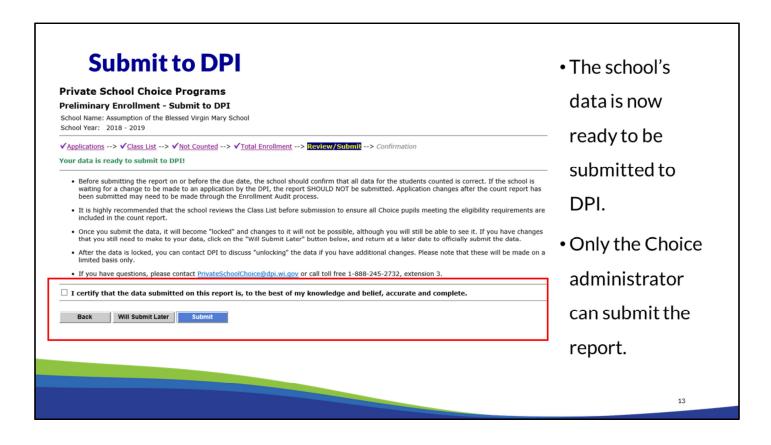
• The number must be equal to or greater than the number of Choice students.

Click "next" to proceed.

The All Student Count must be updated for the total number of students enrolled at the school for each grade level. This should include Choice and non-Choice students enrolled at the school.

The number for all students should be equal to or greater than the number of Choice students by grade level and in total.

Click on the "next" button to proceed to the Confirmation screen.



Prior to submitting the report, the school should verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the report.

Once the Choice administrator has determined that the information in the report is accurate and complete, he or she must check the box indicating the information is correct and click the Submit button.

Reports must be timely submitted for payments to be generated.

### **Confirmation**

# Private School Choice Programs Preliminary Enrollment - Confirmation School Name: Assumption of the Blessed Virgin Mary School School Year: 2019 - 2020 ✓ Applications --> ✓ Class List --> ✓ Not Counted --> ✓ Total Enrollment --> ✓ Confirmation This data was submitted on 11/14/2018 1:03:02 PM by KratzAM It is now locked and cannot be changed unless you contact DPI. The Class List is available below for your reference. The Class List does not need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures. Note: The Certification Page is no longer required and has been removed. Class List PDF Review Data

 Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

Once the report is submitted a confirmation screen similar to this will be displayed. The report is locked after submission and the school will not be able to make changes without contacting the DPI staff for assistance.

# **Questions**

Website: <a href="http://dpi.wi.gov/sms/choice-programs">http://dpi.wi.gov/sms/choice-programs</a>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.